

# Running NC COVID Reports for Identification of Priority Categories



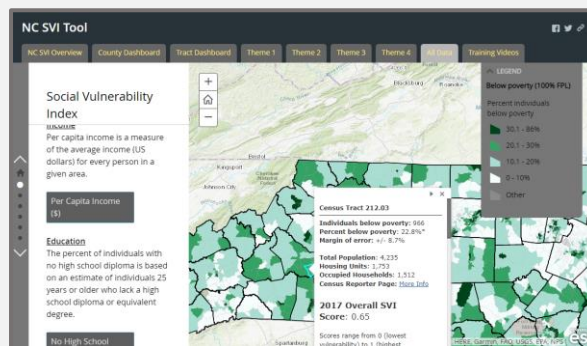
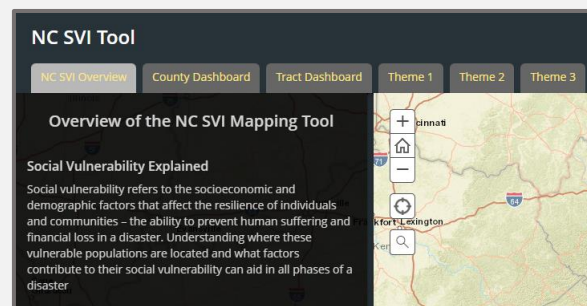
NC DHHS recommends [prioritizing](#) outreach to case patients in **populations most likely to have resource needs (Priority Group 4)**. As outlined in the [Supplemental Guidance](#) document, these populations can be defined by geography (zip or address), race/ethnicity, and/or age, and NC COVID can be used to support the identification of these populations. **This job aid provides instructions on running the NC COVID workflows and reports that are mentioned in the [Supplemental Guidance](#) document.**

## Identifying Census Tracts with the Highest SVI Values In Your County

One way to prioritize outreach is to highlight underserved populations using the **Social Vulnerability Index (SVI)** in combination with NC COVID reports and workflows. This can help you **identify case patients who live in areas with the highest SVI values for your county**. SVI quantifies the socioeconomic and demographic factors that affect the resilience of individuals and communities. The higher the SVI, the more likely that individuals may experience poor health outcomes, including from COVID-19.

To identify census tracts with the greatest SVI value in your county, use the “All Data” tab on the [NC SVI Tool](#) to see a map of census tracts by SVI. You may also reference the [NC SVI Table](#), and the [NC Vaccination and SVI Tool](#). Note the numbers of any census tracts of interest and see the next section for details on how to use them.

To identify cases who live in these areas, the NC COVID Identified Line List and Mapping reports can then be used. *See below for details.*



## Using NC COVID Reports To Identify Cases In Specific Census Tracts & Zip Codes

To run a report that will allow you to filter on census tract, zip code, and/or other relevant factors:

1. Click the report icon in NC COVID.
2. Select **Active Surveillance** for *Category* from the drop-down menu.
3. Specify the report you want to run in *Select Report* from the drop-down menu. Identified Line List reports and Mapping Reports include address, zip, and census tract. A *Mapping Report* is shown in screenshots here for reference.
4. Select **Coronavirus (COVID-19)** under *Disease* and **Home** under *Address Type*.



## Using NC COVID Reports To Identify Cases In Specific Census Tracts & Zip Codes

- You then have the option to select *Classification* status to include in the report. To include all cases, you should select **Confirmed** and **Probable**.
- Then, enter the *Start Date* and *End Date* of the timeframe within which you would like to search.
- Finally, export your results and download the .xls file. Save the file as an Excel file (.xlsx format).

These reports will include a list of cases with corresponding information on multiple variables in separate columns, including but not limited to: zip code, Event ID, create date. You can then filter this spreadsheet on the zip code or census tract of interest. **Note that census tracts display differently in different platforms. A census tract that is shown as 4.02 in the SVI Tool will be displayed as 000402 in NC COVID – adjust your filters accordingly.**

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Classification:

- Confirmed
- Contact
- Does not meet criteria
- Probable

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Start Date\*: 05/01/2020

End Date\*: 05/31/2020

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	Earliest Covid-19 diagnosis date	Event ID	Create Date	Disease
	A	B	C	D
65		COVID_333333333	5/4/2020	Coronavirus (COVID-19)
66		COVID_444444444	5/4/2020	Coronavirus (COVID-19)
67		COVID_555555555	5/4/2020	Coronavirus (COVID-19)
68		COVID_666666666	5/4/2020	Coronavirus (COVID-19)

Note that the time to run the report will vary depending on how much data is being pulled and the time the report is being run. Please do not run large reports during peak hours. If the report information disappears, reselect the report name and the information on your run will reappear.

## Using NC COVID Workflows To Identify Cases In Specific Zip Codes

You can also use NC COVID workflows to prioritize outreach of cases. Workflows are lists of events that meet a specific query and can be filtered.

To prioritize case patient outreach for the day, the LHD acknowledgement workflow) can be used.

- Next to *Filter* select **Zip Code**.
- Set the second box to **Contains**.
- In the third box, type your zip code of interest.

Filter: Zip Code ▼ Contains ▼ 27949 Apply Clear

Currently, workflows do not support census tracts. Census tracts are only accessible through NC COVID reports.

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## Identifying Cases With Lab Results Taken At Sites of Interest

Another option to guide prioritization is to identify cases with labs taken at testing sites serving under-resourced people, such as FQHCs, free clinics, or free community events. The COVID-19 Lab Results Line List report includes the "ordering facility."

**To run the COVID-19 Lab Results Line List:**

1. Select **Active Surveillance** for *Category* and the **COVID-19 Lab Results Line List by Event Create Date** list under *Select Report*.
2. Next, select the **Date Range** for *Report Period*.
3. Select **CSV** or **Excel** for *Output Type*, and then click "Run Report."

This report is now queued. Under *Report Schedule*, the report will present a status of "pending." Refresh, and the report will be available for download. This report will then be ready for download under **Available Reports**. You can filter this spreadsheet on the testing sites of interest.

**Maven Reporting**

1 **Category:** Active Surveillance

**Select Report:** COVID-19 Lab Results Line List by Diagnosis Date

**Description:** COVID-19 identified line list report to show events by County of Residence including all lab results positive and negative, including ordering lab and facility.

**## NC County of Residence for the Event\*:** Alamance County, Alexander County, Alleghany County, Anson County, Ashe County

2 **Report Period\*:** ☒ Date Range ☐ Period

**Start Date:** 03/01/2022 **End Date:** 03/14/2022

3 **Output Type:** Excel w/Parameters

*Note that the time to run the report will vary depending on how much data is being pulled and the time the report is being run. Please do not run large reports during peak hours. If the report information disappears, reselect the report name and the information on your run will reappear.*

## Supplemental Guidance

The methods outlined in this job aid are only a few available to you for identifying case patients in populations likely to have resource needs. Review the full [Supplemental Guidance](#) document for more suggestions on identifying populations to prioritize and an overview of resources that can be provided.